



ZWIRN

Zentrum für wissenschaftliches,  
interdisziplinäres Risikomanagement  
und Nachhaltigkeit

**Ostfalia**  
Hochschule für angewandte  
Wissenschaften



Wolfenbüttel

# Translation

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## **Master Examination Regulations**

for the postgraduate Master's programme "**Sustainability and Risk Management**"

Faculty of Law the Ostfalia University of Applied Sciences - University of Applied Sciences  
Braunschweig/Wolfenbüttel

The Faculty Council Law of the Ostfalia University of Applied Sciences - University of Applied Sciences Braunschweig/Wolfenbüttel (in the following: Ostfalia) has decided on XX.XX.2019XX the following order according to § 18 Abs. 8 of the Niedersächsischen Hochschulgesetz (NHG) and § 7 of the Niedersächsischen Hochschulzulassungsgesetz (NHZG)

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## General provisions

### § 1 Scope of studies

- (1) The total scope of the course of study including the Master's thesis is 90 credit points in the European Credit Transfer and Accumulation System. One credit point corresponds to an average student workload of 30 hours.
- (2) The course of study comprises compulsory and optional modules. The modules of the program and their share of the total time required are listed in the curriculum (Annex 1).
- (3) The standard period of study for a part-time course of study is five semesters. The assignment of the modules to the standard modules is listed in the curriculum (Annex 1). It is possible to study with varying intensity and duration.
- (4) The course of study is conducted in English.

## Master examination

### § 2 Scope and type of the Master's examination

- (1) The purpose of the Master's examination is to determine whether the candidate has acquired the thorough specialist knowledge required for professional practice, has an overview of the specialist contexts and has the ability to work scientifically and apply scientific findings.
- (2) The Master's examination consists of the module examinations and the Master's thesis with colloquium in accordance with Annex 1.
- (3) The Master's examination can only be taken:
  - a) who is properly enrolled in the course of study and
  - b) who has not definitively failed a Master's examination or parts of a Master's examination in the same or a comparable Master's programme.

### § 3 Result and formation of the grade of the Master's examination

- (1) The Master's examination is passed if all required module examinations and the Master's thesis with colloquium have been passed.
- (2) The Master's examination is not passed if a required module examination or the Master's thesis with colloquium has not been passed and there is no longer any possibility of recovery. The university will issue a written notification of this, which must be accompanied by instructions on legal remedies.
- (3) The grade of the Master's examination is calculated from the mean value of the weighted grades of the associated module examinations and the Master's thesis with colloquium. The weighting is carried out according to the credit points defined in the

curriculum (Annex 1) for the individual modules. In case of doubt, the better grade level is to be rounded off to two decimal places.

#### **§ 4 Certificate of the Master's examination and**

##### **Master's degree certificate**

(1) A certificate (Appendix 2) is issued for the Master's examination passed and the university degree obtained. The date of the certificate is the date on which the last examination (the colloquium) was taken.

(2) In addition to the final grade in percent, a relative grading according to the ECTS User's Guide will be made, provided that sufficient statistical data are available.

#### **§ 5 University degree**

(1) After passing the Master's examination, the university will award the degree "Master of Science" (abbreviated: "M.Sc.") in the appropriate language form. The university will issue a certificate with the date of the certificate (Annex 3).

(2) The university shall also issue a Diploma Supplement in accordance with the guidelines of the European Commission and UNESCO (Annex 4).

#### **§ 6 Supplementary examinations**

(1) In addition to the examinations in the compulsory modules, students may take examinations (additional examinations) in further courses (electives).

(2) The results of the additional examinations can be certified as an attachment to the Master's certificate upon application by the student. The grades are not included in the calculation of the final grade of the Master's examination.

#### **§ 7 Certification**

(1) In the event of discontinuation of studies, change of degree programme or final failure to pass the Master's examination, the student will be issued with a certificate containing the module examinations taken and their evaluation.

#### **§ 8 Subsequent Invalidity of the Master's Examination**

(1) If an examination has been cheated and this fact only becomes known after the certificate has been issued, the examination board may subsequently correct the marks for the examination which the candidate cheated on and declare the examination in whole or in part "failed".

(2) If the requirements for admission to an examination were not fulfilled without the person to be examined wanting to deceive, and if this fact only becomes known after the certificate has been issued, this defect will be remedied by taking the examination. If the admission has been obtained intentionally and unjustly, the examination board will decide on the withdrawal of illegal administrative acts in accordance with the legal provisions.

(3) The person to be examined must be given the opportunity to discuss the matter with the examination board before a decision is made.

(4) The incorrect certificate shall be withdrawn and replaced by a correct certificate or a certificate in accordance with § 7. Together with the incorrect Master's certificate, the Master's certificate is also to be withdrawn if the Master's examination has been declared "failed". A decision is excluded after a period of five years from the date of the examination certificate.

## Module examinations

### § 9 Scope and type of the module examination

(1) Modules are the combination of subject areas into units that are thematically and temporally complete and provided with credit points. Each module is concluded by a module examination.

(2) Each module examination consists of an examination paper; it is usually carried out during the course of study.

(3) Anyone who is admitted to the Master's examination shall be admitted to a module examination. An application is not required.

(4) The task for the examination paper is determined by the examiners.

### § 10 Types of examination papers

(1) An exam (K) involves solving tasks in a limited time, with limited resources and under supervision in written form.

(2) An oral examination (MP) takes place as an individual or group examination for up to five students at the same time and lasts 30 minutes. It must be signed by the examiners. Oral examinations are not public.

(3) A student research project (S) is an independent, written processing of a task within a specified period of time.

(4) A paper (R) is a student research project which is supplemented by an oral presentation and discussion of the results. The overall performance consisting of written work and presentation is evaluated.

(5) A project work (P) is the independent solution of a scientific problem with documentation and presentation of the solution. The overall performance of the project is evaluated.

(6) A combined examination is the combination of several types of examination to form an overall examination. The individual parts of the examination can also be carried out at different times. The entirety of the examination performances is evaluated.

(7) The type of examination performance for a module is specified in Appendix 1. In individual cases, the examination board may decide on a deviating type of examination

performance upon justified request by the examiners. This also applies to the testing of new types of examination which deviate from the above-mentioned types of examination.

(8) If the person to be examined substantiates (if necessary by means of a medical certificate) that he or she is not able to complete examination performances in whole or in part in the prescribed manner due to a longer lasting or permanent disability or physical restriction, he or she should be enabled by the examination board to complete equivalent examination performances in another form, outside the regularly fixed examination dates or within an extended examination time.

(9) Within the framework of the entitlement of a family-oriented university, the examination board may, in agreement with the examiners, decide on a case-by-case basis on a credibly justified application submitted in good time before an examination by an examinee for students with family responsibilities (in particular because of the care of children living in the household or the intensive care of family members in need of special care) and pregnant women, on a deviating regulation with regard to the otherwise provided type of examination performance and the examination modalities. For information on possible reasons for such deviating regulations, please refer to the corresponding recommendations of the Senate Commission for the Advancement of Women and Equality of the Ostfalia.

## **§ 12 Group work**

(1) Students shall also be enabled to gain scientific knowledge independently and in cooperation with other persons and to recognise its significance for society and professional practice. For this purpose, the examiners shall allow suitable types of examination work in the form of group work.

(2) The examiners evaluate the individual performance. The contribution of the individual to be examined must be clearly delimitable and assessable for him/herself by indicating sections, page numbers or other objective criteria.

## **§ 13 Examiner**

(1) Examiners are members and affiliates of this university or another university who are entitled to teach the subject in question independently. Persons experienced in professional practice and training outside the university who have at least an equivalent qualification to the Master's degree may be appointed examiners in suitable examination areas.

(2) Examiners are appointed by the examination board. Insofar as the examination is performed during the course of study, the lecturers are also examiners, without the need for a special appointment.

(3) The examiners are subject to official secrecy. If they are not in the public sector, they are to be obliged to maintain secrecy by the examination board.

## **§ 14 Assessment of the examination performance**

(1) The individual examination performance is evaluated by an examiner. In oral examinations (§ 10(2)), the graded piece of work shall be assessed by two examiners.

(2) The results of written examinations shall normally be announced within four weeks of the respective examination date. The results of oral examinations are announced immediately after the examination.

### § 15 Result and formation of the grade of a mo-dul examination

(1) 1 The evaluation of an examination performance by an examiner is made in percent. 2 It is to be rounded to whole numbers. 3 Oral examinations, oral supplementary examinations and the Master's thesis shall be assessed by two examiners, the first examiner and the second examiner. 4 In the case of sentence 3, if two examiners do not agree on a joint assessment, the assessment of the examination performance shall be calculated from the average of the percentages determined by the examiners.

(2) The percentages correspond to the following grades and marks on the standard German grading scale:

|         |     |                   |
|---------|-----|-------------------|
| 100-95% | 1,0 | sehr gut          |
| 94-90%  | 1,3 |                   |
| 89-85%  | 1,7 | gut               |
| 84-80%  | 2,0 |                   |
| 79-75%  | 2,3 |                   |
| 74-70%  | 2,7 | befriedigend      |
| 69-65%  | 3,0 |                   |
| 64-60%  | 3,3 |                   |
| 59-55%  | 3,7 | ausreichend       |
| 54-50%  | 4,0 |                   |
| 49-0%   | 5,0 | nicht ausreichend |

(3) An examination performance is passed if it is graded with at least 50% or with "passed" (without note).

(4) An examination performance is definitively failed if it is graded with less than 50% or "not passed" and there is no possibility to repeat it.

### § 16 Failure, rescission, deception, violation of regulations

(1) An examination is deemed not to have been passed if the candidate without good reason

(a) fails to appear at an examination date; or

- (b) withdraws from the trial after the expiry of the withdrawal period or after the trial has begun; or
- (c) fails to meet the deadline for the submission of a written test.

(2) 1 The reasons given for the omission or withdrawal must be immediately notified to the examination board in writing and made credible, otherwise the examination performance in question is deemed not to have been passed. 2 In case of illness, a medical certificate stating the duration of the inability to take the examination must be submitted immediately, at the latest within five working days of the corresponding examination date. 3 The at-test must indicate the examination or examinations for which it has been submitted. 4 At the request of the Examination Committee, in particular in the case of a recuperation test, a medical certificate must be submitted. If the reasons are accepted, a new date, usually the next regular examination date, will be scheduled for the examination performance in question. 5 In this case, the examination performances already obtained shall be credited.

(3) If the candidate attempts to influence the result of his/her examination by deception or the use of unauthorised aids, the examination in question shall be deemed to have been failed. The examination board shall decide on this. Before the decision is made, the examiner or the supervising person(s) and the person(s) to be examined must be given the opportunity to express an opinion.

(4) If an examination performance is not completed within the time limit set without good reason, it shall be deemed to have been graded "insufficient". Paragraph 2 sentences 1 to 5 shall apply accordingly. In cases in which the submission deadline cannot be met for good reasons, the examination board shall decide in accordance with § 7 Para. 4 NHG, taking into account the principles of equal opportunities and the priority of academic achievement over compliance with procedural regulations, whether the submission deadline for the examination performance shall be postponed accordingly, the postponed submission shall be taken into account in the evaluation or a new task shall be set. As a rule, the deadline for submission due to proven illness can be postponed by a maximum of 4 weeks.

(5) Anyone who is guilty of violating the examination regulations can be excluded from the continuation of the relevant examination performance by the respective supervising person. In this case, the examination performance in question shall be deemed not to have been passed.

## **§ 17 Repetition of a module examination**

(1) Failed module examinations can be repeated twice. If a second retake examination was graded "unsatisfactory", the candidate is entitled to take an additional oral examination. The number of oral supplementary examinations is limited to a total of two during the entire course of study. The oral supplementary examination is conducted by the examiner and an observer and is assessed by the examiner. The duration of the oral supplementary examination is usually 30 minutes. It can be extended by the examiner by up to 10 minutes if this is the only way to reach a final decision. Insofar as an evaluation is based on § 16 paragraphs 1, 3 and 4, the Examination Committee decides on an oral



supplementary examination. If the overall performance from the examination and the oral supplementary examination is assessed as at least "sufficient", the entire examination performance is graded "4.0". The oral supplementary examination is to take place on the date determined by the examination board. A record of the results is to be drawn up and signed by the examiner and the co-chairman. If there is no possibility to repeat or compensate for a failed examination performance, the student has not passed the Master's examination.

(2) The repetition of a passed module examination is not permitted.

## § 18 Crediting of performance

(1) Periods of study, academic achievements, including practical work and examination achievements in the same course of study at a university in the Federal Republic of Germany shall be credited.

(2) Periods of study, study and examination achievements as well as practical semesters spent in another domestic or foreign course of study shall be credited if no substantial difference can be demonstrated. No schematic comparison is to be made, but rather an overall view and evaluation with regard to the significance of the achievements for the objective of the course of study.

(3) The equivalence agreements approved by the Standing Conference of Ministers of Education and Cultural Affairs of the Länder and the Conference of University Rectors or other international agreements shall be decisive for the recognition of achievements in a foreign course of study. In the absence of such agreements or if more extensive recognition is applied for, the examination board will decide. An opinion of the Central Office for Foreign Education can be obtained to clarify the factual and legal situation. Deviating credit regulations based on agreements with foreign universities remain unaffected.

(4) Paragraphs (1), (2), (6) and (7) shall apply mutatis mutandis to periods of study, study and examination services in state-recognised distance learning courses.

(5) Proved competences and abilities without significant differences that were acquired outside the university sector shall be credited up to half of the credit points allocated to the course of study.

(6) The examination board shall normally decide on the recognition within 4 weeks. The student submits an application to the examination board for recognition of the study and examination achievements. The decision on recognition is made on the basis of appropriate information on the qualifications for which recognition is sought. The responsibility for providing sufficient information lies primarily with the applicant. The burden of proof that the application does not meet the relevant requirements rests with the board of examiners. If credit is denied or no decision is reached, an appeal may be lodged.

(7) The grades of credited study and examination achievements shall be taken over - insofar as the grading systems are comparable - and included in the calculation of the overall grade. In the case of incomparable grading systems, the remark "passed" will be included. A marking of the crediting in the transcript is permissible.

## Master thesis with colloquium

### § 19 Scope and type of the Master's thesis

(1) The Master's thesis should show that the candidate is able to independently work on a topic from the context of the course of study according to scientific methods within a given period of time.

(2) The Master's thesis can be written in the form of a group work. The contribution of the individual student must be clearly delimited by indicating sections, page numbers or other objective criteria, and must be capable of being evaluated independently and must meet the requirements.

(3) When submitting the Master's thesis, the candidate must confirm in writing that he/she has independently written the thesis - in the case of a group thesis the correspondingly marked part of the thesis - and has not used any sources and aids other than those indicated.

(4) § 15 and § 16 apply accordingly to the Master's thesis and the colloquium.

### § 20 Admission to the Master's thesis

(1) Admission to the Master's thesis is granted to anyone who

(a) fulfils the conditions set out in § 2(3)

b) has passed all other compulsory and optional modules, and

c) has fulfilled all the conditions associated with the admission in accordance with § 2 of the Regulations governing access and admission.

(2) The application for admission to the Master's thesis must be accompanied by

a) the decision on the electives to be credited, provided that more than the prescribed number has been taken,

(b) a proposal for the topic of the masters thesis,

(c) a proposal for first and second examiners; and

(d) where appropriate, a request for the topic to be assigned as group work.

(3) The examination board can also admit a student to the Master's thesis upon application if not all the other modules have been passed, provided that the outstanding examination achievements can be made up for up to the colloquium without impairing the Master's thesis.

### § 21 Examiner for the Master's thesis with colloquium

- (1) The Master's thesis with colloquium is evaluated by two examiners, the first examiner and the second examiner.
- (2) The first examiners are professors and honorary professors from Ostfalia or other universities. In addition, the examination board can decide in detail that former professors from Ostfalia or other universities are to be appointed as first examiners.
- (3) Second examiners are full-time lecturers or lecturers' assistants from Ostfalia who are entitled to teach independently in the subject area concerned. The examination board may decide in detail that professors from other universities, honorary professors and former professors from Ostfalia or other universities may be appointed as second examiners.

### **§ 22 Subject of the Master's thesis**

- (1) The topic and task of the Master's thesis must correspond to the examination purpose of the Master's examination and the processing time according to § 23. The nature of the assignment and the task must be defined when the topic is issued.
- (2) The topic is determined by the first examiner after hearing the student. The topic shall be issued by the examination board; the issue shall be recorded in the records.
- (3) The examiners (§ 21) shall be provided with the issue of the topic by the examination board. During the preparation of the paper, the person to be examined is supervised by the first examiner.
- (4) The Master's thesis is to be written in English.

### **§ 23 Time allowed for the Master's thesis to be completed**

- (1) The time from the issue of the topic to the delivery of the Master's thesis is five months (processing time).
- (2) In individual cases, the Examination Board may extend the processing time up to a total duration of nine months upon justified request.
- (3) The Master's thesis must be submitted to the examination board in due time; the date of submission must be announced. The format (written or electronic; file format) is determined by the examination board.
- (4) As a rule, the thesis is to be provisionally assessed by the examiners within four weeks of its submission. Reasons for the evaluation must be given in writing. The evaluation and its justification must be communicated to the examiner.

### **§ Section 24 Scope and nature of the colloquium**

- (1) In the colloquium, the examinee has to prove in a discussion about his/her Master's thesis that he/she is able to independently work on interdisciplinary and problem-related questions from the field of this discipline on a scientific basis and to deepen the results of his/her work in a discussion.
- (2) The colloquium is conducted jointly by the examiners of the Master's thesis as an individual or group examination. The duration of the colloquium is at least 30 minutes per

examinee. The colloquium is to be recorded in a protocol of results which is to be signed by the examiners.

(3) The colloquium is open to the public. Admission to the colloquium does not extend to the consultation and announcement of the examination results to the examiners. At the request of an examinee or in the event of a violation of the examination regulations, the first examiner may exclude an audience from the examination.

(4) The colloquium shall be held in English.

#### § 25 Admission to the colloquium

(1) Admission to the colloquium is granted,

a) who fulfils the requirements according to § 2(3)

b) has passed all module examinations except the master thesis with colloquium,

c) whose Master's thesis, submitted in due form and time, has been preliminarily assessed as passed by both examiners and

d) who has duly registered for the colloquium.

(2) The colloquium is to be held within six weeks of submission of the Master's thesis.

#### § 26 Result and grade of the Master's thesis with colloquium

(1) Immediately following the colloquium, the examiners evaluate the overall performance of the Master's thesis and colloquium and inform the student of the results.

(2) The evaluation must be justified and documented in the minutes together with the reasons for the evaluation.

#### § 27 Repetition of the Master's thesis with colloquium

(1) If both examiners rate the Master's thesis provisionally as "not passed", the Master's thesis with colloquium is not passed. A colloquium will not take place in this case.

(2) If the Master's thesis with colloquium was not passed, the Master's thesis with colloquium may be repeated once.

(3) An unsuccessful attempt to complete the Master's thesis or the Master's thesis with colloquium in the same or a comparable Master's course of study will be credited towards the possibilities for repetition in accordance with paragraph (2).

### Supplementary Provisions

#### § Section 28 Audit Committee

(1) For the organisation of the examinations and for the performance of the duties assigned by these examination regulations, the Faculty Council shall set up an Examination Board from members of the participating faculties. It consists of five

members: three members from the group of university teachers, one member from the staff group and one member from the student group. If the staff group is not present, the seat of the board of examiners falls to the group of university teachers. The members of the Faculty Council elect the members of the Examination Committee and their representatives on the recommendation of the respective group representatives. The examination committee elects its chairperson from the group of university teachers as well as a deputy.

(2) The examination board shall ensure that the examinations are conducted. It shall ensure that the provisions of the Higher Education Act of Lower Saxony and these examination regulations are observed. The examination board or the body commissioned by it shall keep the examination files.

(3) The examination board shall pass its resolutions by a majority of the valid votes cast; abstentions shall be deemed to be votes not cast. In the event of a tie, the vote of the chairman shall count double. The examination committee has a quorum if the chairman or deputy chairman and a total of at least two members of the professorial or staff group with voting rights are present.

(4) The term of office of the members of the examination board corresponds to the term of office of the Dean of Studies or the Dean of Studies, and that of the member from the group of students to one year. A re-election is possible.

(5) Minutes of the meetings of the examination board will be taken and made available to the Student Service Office.

(6) The examination board can transfer powers irrevocably to the Chair and the Deputy Chair. The examination board must specifically define the delegated powers. The respective decision shall be published. The chairman shall prepare and implement the decisions of the Audit Committee. He or she shall report to the Audit Committee on an ongoing basis on his or her activities, in particular on the exercise of the delegated powers.

(7) The members of the examination board have the right to participate in the acceptance of the examinations as observers.

(8) The meetings of the audit committee are not public. The members of the examination board and their representatives are subject to official secrecy. If they are not in public service, they shall be bound to secrecy by the chairperson or the chairperson.

(9) The examination board shall determine the dates for the acceptance of oral examinations and written examinations as well as the dates for the submission of the other scheduled examination performances. The examination committee shall ensure that recuperation examinations are offered in the following semester if necessary. The examination board informs the students in good time about the type and number of the performances to be rendered and about the dates on which they are to be rendered. It can transfer these tasks partially or completely to the examiners.

## **§ 29 Inspection of the examination files**

(1) After completion of each module examination and after completion of the Master's thesis with colloquium, the candidate will be granted access to his/her written examination papers, the comments of the examiners and the examination protocols. The first examiner determines the place and time of the inspection in agreement with the examination board.

(2) Within one year of the announcement of an examination result, the examination file will be made available for inspection upon request.

### **§ 30 University public announcements of the examination board**

(1) The decisions and other measures taken in accordance with these examination regulations, in particular admission to the examination, refusal of admission, registration and examination dates and deadlines as well as examination results will be made known to the general public in the usual manner. In doing so, data protection regulations must be observed.

### **§ 31 Opposition proceedings**

(1) Appeals against decisions based on an assessment of performance may be lodged with the Examination Committee in accordance with §§ 68ff. VwGO.

(2) 1 If the appellant in his or her appeal raises concrete and substantiated objections to the performance assessment by the examiners, the examination board will forward the objection to the examiners for review. 2 If the examiners change their assessment in accordance with the objection, the Examination Committee shall assist the objection. 3 Otherwise, the examination board shall review the decision on the basis of the examiners' opinion, in particular with regard to whether

(a) the audit procedure has not been carried out properly

(b) the assessment was based on incorrect facts,

(c) generally accepted valuation principles have not been observed,

(d) the examiners have been guided by extraneous considerations.

(3) 1 The examination board may appoint an assessor to evaluate the performance of the appellant. 2 The assessor must have the qualifications of an examiner in accordance with § 13.

(4) 1 A decision on the objection shall be taken within six weeks or, if an assessor is involved, within nine weeks. 2 If the examination board does not resolve the objection, the management of the university shall decide on the objector.

(5) The student representatives on the examination board and on the faculty council shall have only one advisory vote on evaluation questions and on decisions concerning the recognition of examination achievements.

(6) An action may be brought before the Administrative Court in accordance with §§ 68 et seq. of the German Civil Code against decisions other than those mentioned in Para. 1 without preliminary proceedings. VwGO, § 8a para. 1, 2 Nds. AGVwGO. This does not affect the right to lodge a non-formal appeal against a counter submission. If the person to be examined submits a counter-presentation to the board of examiners before the action is filed, paragraphs 2 to 4 shall apply accordingly.

### **§ 32 Entry into force and future amendments**

These examination regulations shall enter into force for the winter semester 2020/21 on the day following their publication in the university's official gazette. If a new examination regulation for the course of studies is passed in the future, the Faculty Council can determine that for students who have started their studies according to these examination regulations, the studies will be continued alternatively according to the new regulations, as far as it is compatible with the progress of the studies and does not cause any disadvantages for the students.